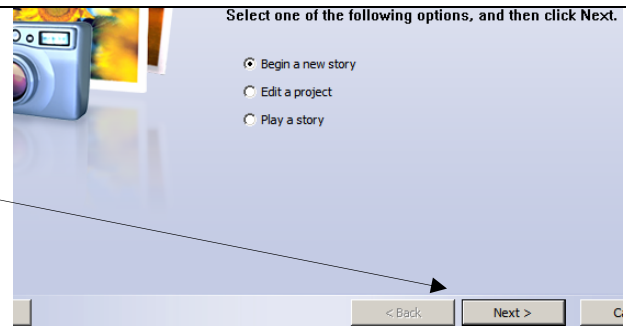


Create a Photo Story (Digital Story) using Photostory 3

Open **Photostory 3**.

On the *Welcome* page, select **Begin a new story**, then click **Next**.

(To edit an existing project, select **Edit a Project**, then click **Next** to open the project).



Importing and Arranging your Pictures

On the *Import and arrange your pictures* page, click **Import Pictures**.

Navigate to the folder where you have saved your images.

To add more than one picture at a time, press and hold the **CTRL** key and click on each picture you want to add; To add all pictures, press **CTRL+A** to select all, then click **OK**.

Your images will be imported to the **timeline**.

Click a **thumbnail** to work with that image.

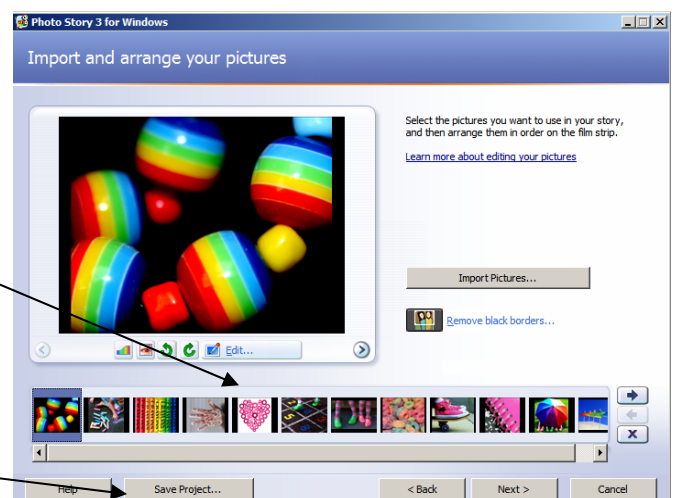
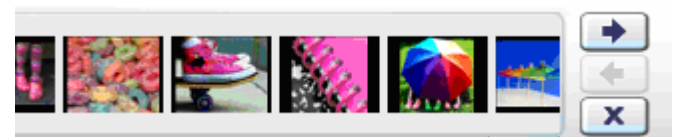
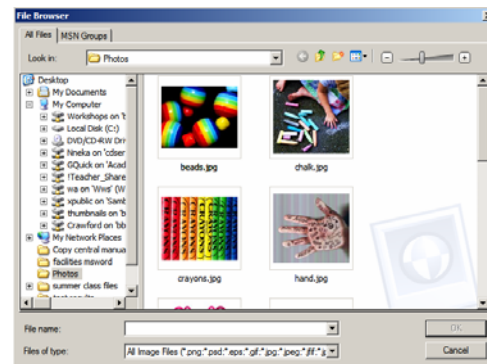
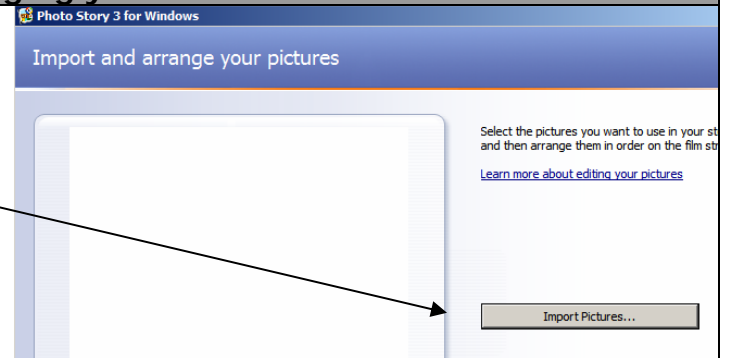
Adjust the order of images by dragging and dropping them on the **timeline** or by highlighting the image thumbnail and using the left and right arrows to move its position. Click **X** to **delete** a selected image.

Use the buttons below the image to auto-correct color or red-eye, or to rotate the image.



Click **Edit** to access additional/custom editing features, such as cropping and photo effects. You may also **add effects** on the **next screen**.

When you are finished making changes to your pictures, click **Save Project...** Select a location, name and save your project, then click **Next**.



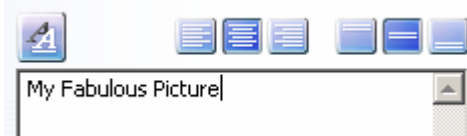
Adding Text and Effects

On the *Add a title to your pictures* page, you can add **text** and **effects** to your images.

To add text:

Select an image on the timeline and type in your desired text. The text will appear on the photo as you type.

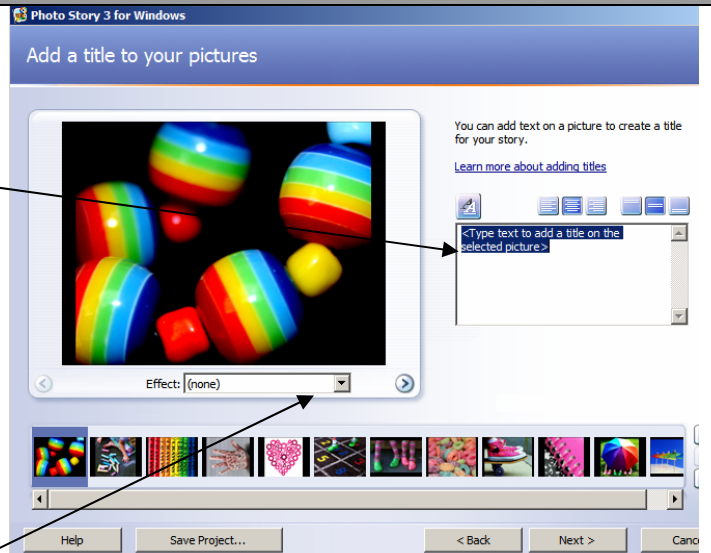
Use the available text tools to adjust the font, style, color and position of your text.



To apply a photo Effect:

Click the drop-down arrow next to **Effect** and select desired effect (e.g. watercolor, washout, sepia). The effect will appear on your photo. To restore the original image, select **(None)**.

Re-save your project. Click **Next**.



Recording Narration

On the *Narrate your pictures and customize motion* page, you can use a microphone to **record audio** and **customize motion** effects.

To record narration:

Select desired photo from the timeline.

Click the **Record Narration** button .

Speak into the microphone.

Click the **Stop Recording** button .

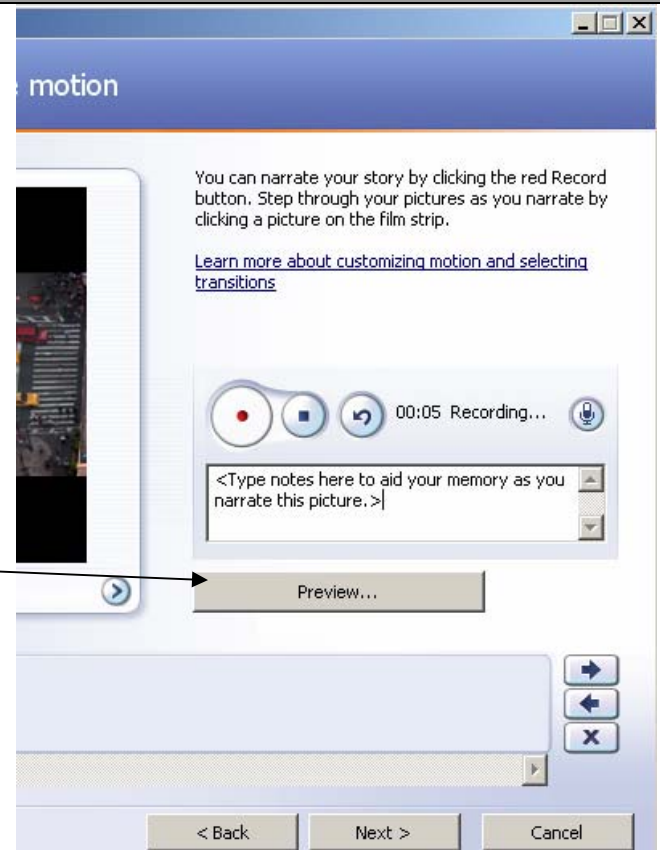
You can type the notes for your narration. These notes will not appear on the picture.

Click **Preview** to view and hear the slide. (Click the **Undo** button to delete and re-record).

Repeat for every image that requires narration.

Re-save your project. Click **Next**.

NOTE: Upon first recording, you may be asked to test the microphone. Just follow the instructions.



Customizing Motion and Adding Transitions

On the *Narrate your pictures and customize motion* page, you can **customize motion effects** and **add transitions**.

NOTES:

- **Photostory** will apply basic motion effects to your project by default. Click **Preview** to view default motions.
- Depending on the type of project/images, it is typically preferable to apply either **Motion Effects OR Transitions**, **not both**.
- Clicking **Save** in this mode saves *changes to the selected picture*, **not** the project.

To begin, select desired photo from the timeline. (Typically the first photo).

Click **Customize Motion** directly below the picture to open the **Customize Motion** window.

The **Motion and Duration** tab allows you to specify the extent, direction and duration of pans and zooms.

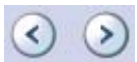
- Check the box adjacent to **Specify start and end position of motion**.
- The images in the **Start position** and **End position** previews will display handles.
- Use the handles to position the images for the desired effect.
- Click **Save** to apply the MOTION EFFECT.

Set Duration - It is typically best to leave *Set duration automatically* selected.

The **Transition** tab allows you to set the type and duration of image transitions.

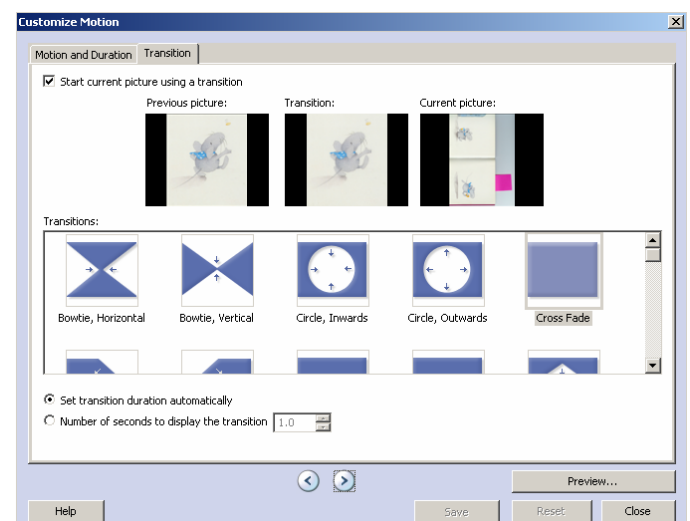
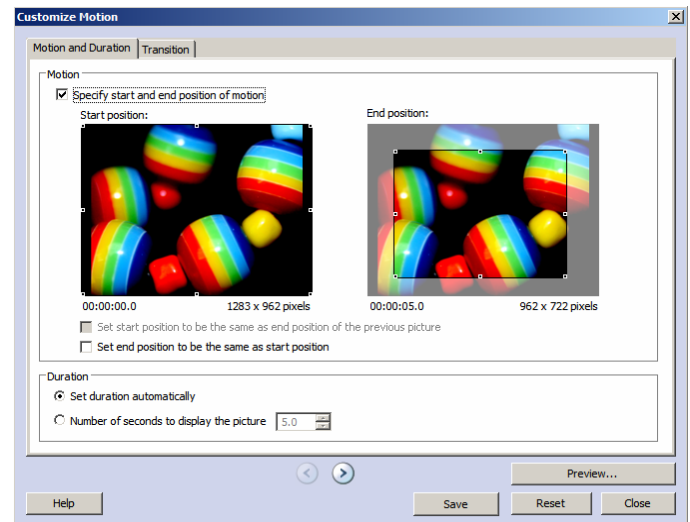
- Make sure **Start current picture using a transition** is checked.
- Click a **Transition** thumbnail to select it and view a preview of the transition.
- Click **Save** to apply the TRANSITION

Set Duration - It is typically best to leave *Set transition duration automatically* selected.



Use the left and right arrows to select and customize each picture in turn.

When you have finished customizing all images, **re-save your project**, then click **Next**.



Adding background music

You can **Select Music** (from a song already on computer) or **Create Music***.

Select the picture where you want the music to start by clicking its thumbnail on the timeline

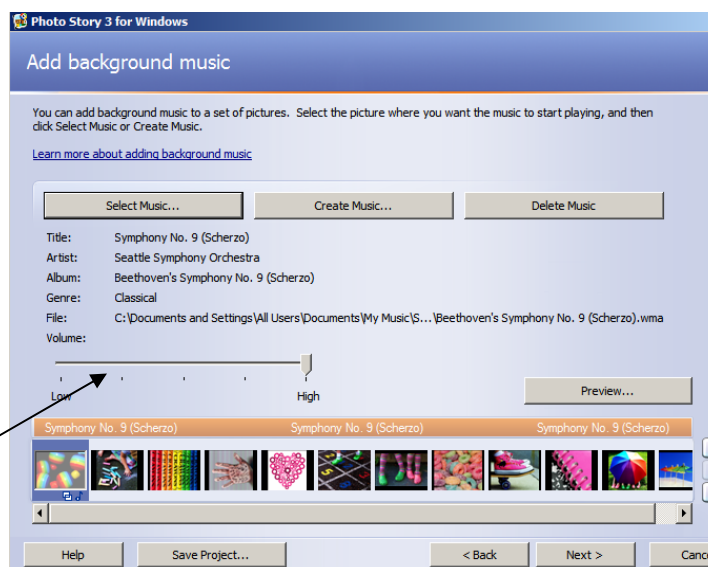
Click **Select Music**, then browse to the saved music file and click **Open** to add it.

NOTE: *Please adhere to copyright rules.* If you need help locating royalty-free music, ask your tech specialist or contact IT.

Click **Preview** to hear the music;
Adjust volume as needed using the **slider bar**.

Click **Create Music** to open a window from which you can "custom mix" music from several pre-defined genres, moods and styles.

Re-save your project. Click **Next**.



Saving and Rendering your Photostory

To **save your story** (so you can revise it at a later time) click **Save Project**.

Save Project...

Saving your project packs all of the images, narration, music, effects and settings into a single "**Photostory Project**" (WP3) file that is viewable and editable **only in Photostory**. The project file may be very large.

ALWAYS save your project before rendering!

A completed story **must be "rendered"** (made into a WMV "movie") to be viewed by others:

To **render your story** for playback on your computer, a CD, or a webpage, select "**Save your story for playback on your computer.**" Click **Browse...** to **specify a save location** and to **name** your story, then click **Next**.

NOTE: A rendered story is not editable – but your original Photostory project file is editable. If you make changes, simply **re-render** the project file when you are finished!

